

Item: 5

Asset Management Sub-committee: 31 January 2019.

Corporate Property Asset Maintenance Programme – Expenditure Monitoring.

Report by Head of Finance

1. Purpose of Report

To monitor expenditure on the approved Corporate Property Asset Maintenance Programmes as at 31 December 2018.

2. Recommendations

The Sub-committee is invited to note:

2.1.

The summary position of expenditure incurred, as at 31 December 2018, against the approved corporate property asset maintenance programmes, as detailed in section 4.1 of this report.

2.2.

The summary of larger works undertaken as reactive repairs, attached as Appendix 1 to this report.

3. Background

3.1.

The Corporate Asset Management Plan 2013 to 2018 takes account of guidance produced by the Chartered Institute of Public Finance and Accountancy and has streamlined the suggested framework to incorporate and complement the existing Capital Project Appraisal system.

3.2.

The Corporate Asset Management Plan 2013 to 2018 summarises the Council's aims and objectives for its assets to ensure that they are used in an effective and efficient manner.

3.3.

This has been further supplemented by the Property Asset Management Plan approved on 5 July 2016.

3.4.

The purpose of this report is to present an overview or summary of the expenditure incurred as at 31 December 2018 to allow members the opportunity to scrutinise the spending levels against approved budgets and gauge the extent to which the Council's assets are routinely being maintained and replaced.

4. Budget Outturn

4.1.

The undernoted table shows the position of expenditure incurred for the period 1 April to 31 December 2018, against approved programmes:

Revenue Maintenance Programme	Expenditure at 31 December 2018	Annual Budget 2018 to 2019	Budget Remaining 2018 to 2019	Estimated Outturn 2018 to 2019
	£000	£000	£000	£000
General Fund	1,029.0	1,676.5	(647.5)	1,690.1
Strategic Reserve Fund	48.9	258.7	(209.8)	153.1
Total	1,077.9	1,935.2	(857.3)	1,843.2

4.2.

Appendix 1 to this report provides a detailed breakdown of the two programmes for 2018 to 2019 and is compared directly with the respective planned and approved programmes. Appendix 1 also provides a summary of the larger works undertaken as reactive repairs.

4.3.

The General Fund budget remaining figure of £647,000 includes fees/apportioned costs of £407,000 which are charged at year-end. The expenditure to date does not include fees.

5. General Fund Programme

5.1.

The General Fund Revenue Maintenance Programme is showing a budget remaining of £647,500 as at 31 December 2018 against the annual budget, but there is a predicted year-end overspend of £13,600.

5.2.

The General Fund estimated year-end outturn position is approximately £1,690,050 without interventions. Officers plan to curb the predicted overspend over the next three months by only undertaking urgent / essential works.

5.3.

The potential overspend position has arisen partly due to the works detailed under 'works added during the year', some of which were carried over from the previous year, and some of which occurred due to operational issues encountered during the year.

5.4.

Works to the quarries and cemeteries have been undertaken to safeguard the public, some of which was unplanned works. It is anticipated that the works to cemeteries will be funded from a separate source, however the cost of these works is currently within the General Fund figures.

5.5.

Every effort is being made to curtail the overspend, mainly by curtailing planned works which have not yet been committed. Non-urgent, non-essential reactive works will also be held until the next financial year when they will be re-assessed prior to placing an order. Testing works will continue due to obligations; however, expenditure is expected to be lower than the budgeted figure. Cyclical works have resulted in lower than planned expenditure which will go some way to curtailing the potential overspend.

6. Strategic Reserve Fund Programme

The Strategic Reserve Fund Revenue Maintenance Programme is showing a remaining budget of £209,800 as at 31 December 2018, and a predicted year-end underspend of £105,600.

7. Corporate Governance

This report relates to the Council complying with its governance and financial processes and procedures and therefore does not directly support and contribute to improved outcomes for communities as outlined in the Council Plan and the Local Outcomes Improvement Plan.

8. Financial Implications

8.1.

The Financial Regulations state that service directors are able to incur expenditure within approved revenue and capital budgets. Such expenditure must be in accordance with the Council's policies and objectives and subject to compliance with the Financial Regulations and approved schemes of delegation.

8.2.

The development of a corporate approach to asset management planning should lead to efficiencies in the use of fixed assets, together with the potential for rationalisation of the Council's property estate going forward.

8.3.

More detailed monitoring of expenditure on the Corporate Asset Management and Improvement Programme will result in improved accountability in relation to the deliverance of the approved programmes of work and ensure members are kept informed of progress.

9. Legal Aspects

Regular financial monitoring and reporting helps the Council meet its statutory obligation to secure best value.

10. Contact Officers

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11. Appendix

Appendix 1: Revenue Maintenance Programme 2018 to 2019.

SUMMARY

General Fund Revenue Maintenance	Actual Spend at 31 December 2018	Approved Budget 2018/2019	Budget Remaining	Estimated Outturn 2018/19
Asset Name				
One-off planned repairs	£58,708.22	£374,050.00	(£315,341.78)	£278,050.00
Works added in during year	£169,095.67	£0.00	£169,095.67	£170,000.00
Statutory / non statutory testing	£169,400.34	£371,150.00	(£201,749.66)	£350,000.00
Cyclical works	£41,769.85	£131,250.00	(£89,480.15)	£42,000.00
Reactive works	£262,141.24	£750,000.00	(£487,858.76)	£850,000.00
Reactive works (specified)	£327,907.09	£0.00	£327,907.09	£0.00
Contingency	£0.00	£50,050.00	(£50,050.00)	£0.00
	£1,029,022.41	£1,676,500.00	(£647,477.59)	£1,690,050.00

Strategic Reserve Fund Revenue Maintenance	Actual Spend at 31 December 2018	Approved Budget 2018/2019	Budget Remaining	Estimated Outturn 2018/19
Asset Name				
One-off planned repairs	£9,286.92	£60,000.00	(£50,713.08)	£50,700.00
Works added in during year	£16,375.60	£0.00	£16,375.60	£16,400.00
Statutory / non statutory testing / cyclical works	£3,695.24	£28,960.00	(£25,264.76)	£26,000.00
Reactive Works	£19,513.58	£120,000.00	(£100,486.42)	£60,000.00
Contingency	£0.00	£49,740.00	(£49,740.00)	£0.00
	£48,871.34	£258,700.00	(£209,828.66)	£153,100.00

DETAILED PROGRAMME

General Fund Revenue Maintenance		Actual Spend at 31 December 2018	Approved Budget 2018/2019	Budget Remaining
Asset Name	Description			
1	Dingieshow Public Convenience	General upgrade, decoration and signage	£1,142.86	£14,950.00 (£13,807.14)
2	Dounby Public Convenience	General upgrade, decoration and signage	£0.00	£11,500.00 (£11,500.00)
3	Dounby School Project carried over from	Replace oil line with bunded oil line, complete with catch pit, oil meters etc. Project carried over from 2017/2018	£0.00	£23,000.00 (£23,000.00)
4	Hope Primary School	Community kitchen upgrade, partly funded by community	£497.25	£5,750.00 (£5,252.75)
5	Ness Battery	Replace rotten boarding, and make wind and water tight	£27,396.21	£30,000.00 (£2,603.79)
6	North Walls School & Swimming Pool .	Community kitchen replacement		£9,200.00 (£9,200.00)
7	Orkney Museum	Re-glazing green houses or demolition	£4,585.99	£23,000.00 (£18,414.01)
8	Pickaquoy Centre & playing fields	New revolving doors and auto closers as old ones are life expired and being kept operational.	£0.00	£31,000.00 (£31,000.00)
9	Pickaquoy Clubrooms	No automatic fire detection in property. Recommended by testing contractor to install a detection system.	£0.00	£4,600.00 (£4,600.00)
10	Point of Ness Camping & Caravan Site	Replace rotten windows, no later than 2018	£0.00	£7,000.00 (£7,000.00)
11	Public rest room, West Pier, Kirkwall	Windows and doors decayed and soft, replace with new PVC-u and make good internally / externally.	£0.00	£3,450.00 (£3,450.00)
12	Pumpwell Park Garages	Re-roofing, fascia, soffit board, downpipes, gutter replacement, new garage doors. Water ingress through rear wall, to be dealt with by excavating around rear and side of garages reduce levels, batter ground and fence.	£9,069.00	£25,000.00 (£15,931.00)
13	Sands of Wright public convenience	Replace septic tank and soakaway	£2,428.77	£15,000.00 (£12,571.23)
14	St Magnus Cathedral	Architects inspection fee	£0.00	£4,000.00 (£4,000.00)
15	St Magnus Cathedral	Organ tuning - quarterly inspection and tune	£2,942.14	£5,600.00 (£2,657.86)
16	Swimming pools	Minor upgrading works comprising pool cover replacement, chlorine dosing upgrades and other works.	£10,646.00	£20,000.00 (£9,354.00)

17	The Orkney Library & Archive area	Air conditioning plant replacement. 5 no. units, with parts becoming increasingly difficult to source along with continued breakdowns.	£0.00	£46,000.00	(£46,000.00)
18	Various properties	Lightning systems - repairs and upgrades following risk assessment works and surveys. Many properties have no systems. This is the start of a 4-5 year program to fit new systems, while also fixing existing systems.	£0.00	£50,000.00	(£50,000.00)
19	Various properties	Post high level survey works	£0.00	£15,000.00	(£15,000.00)
20	Water systems	Papdale School - cold water storage tanks removal, new unvented hot water cylinder. Rugby Club - CWST replacement. OIC - Legal wing alter/reduce water storage to CWST, install new hammarclad insulation to HWC in One Stop Shop. All to minimise legionella and water borne diseases. Future years work to be identified following annual review of systems.	£0.00	£30,000.00	(£30,000.00)
	Works added in during year				
21	4th Barrier public convenience	Replacement soakaway as existing one has blocked, and unable to access as its located under the car park. New one to be located on adjacent land following consultation with landowner.	£1,990.00	£0.00	£1,990.00
22	Firth Primary School	Upgrade building management system	£13,153.00	£0.00	£13,153.00
23	Kirkwall Town Hall and Community Centre	High Level Survey work and report	£2,924.62		
24	North Walls School	Tarmac to entrance	£19,975.00	£0.00	£19,975.00
25	Old Papdale Halls of Residence	Site security measures.	£4,886.24	£0.00	£4,886.24
26	Orkney Islands Council	Bunker - removal of oil tank, generators, water tank, and controls, and creating new window openings. Works are part of a longer plan to re-develop the bunker.	£2,482.43	£0.00	£2,482.43
27	Orkney Islands Council	High Level Survey work and report.	£2,137.50	£0.00	£2,137.50
28	Papdale School	Kitchen flat roof over felting.	£10,069.45	£0.00	£10,069.45
29	Point of Ness	Create hard standings with plastic grass pavers and improve drainage to minimise vehicles becoming stuck, all following feedback from client service.	£42,086.36	£0.00	£42,086.36
30	Smiddybrae House	Enabling works to boiler plant to link oil boilers together, and in preparation of GSHP works.	£19,906.54	£0.00	£19,906.54

31	Smiddybrae House	Expose ends of bore holes to allow thermal conductivity tests to be undertaken.	£4,537.66	£0.00	£4,537.66
32	St Magnus Cathedral	Auto winder for clock.	£6,010.20	£0.00	£6,010.20
33	Stromness Academy	Oil tank replacement.	£36,907.66	£0.00	£36,907.66
34	Mitchells Quarry	Remove scrap metal waste and make safe and secure.	£2,029.01	£0.00	£2,029.01
	<u>Statutory / non statutory testing spend</u>				
	<u>Statutory Testing</u>		£169,400.34		
35	Asbestos register / surveys	On going surveying. High risk operational properties have all been done, last remaining properties to be done to allow 100% coverage of asbestos surveys. Control of Asbestos Regulations 2012.		£14,000.00	(£14,000.00)
36	Duct hygiene (Air conditioning , plenum heating)	Workplace (Health, Safety and Welfare Regulations 1992) and COSHH LEV Testing. Annual inspection and test - thorough cleaning routine determined from testing / inspection.		£12,500.00	(£12,500.00)
37	Electrical Testing (PIR)	Electricity at Work Regulations 1989 and BS 7671 IEE Wiring Regulations. Frequency varies according to property type, varies from 1-10 years.		£22,000.00	(£22,000.00)
38	Emergency lighting testing	Electricity at Work Regulations 1989 and Regulatory Reform (Fire Safety) Order 2005. Annual inspection and test		£9,000.00	(£9,000.00)
39	Fixed appliance testing	Annual test and inspection		£3,000.00	(£3,000.00)
40	Gas Appliances testing / servicing	The Gas Safety (Installations and Use) Regulations 1998. Annual servicing to include check on ventilation, adequate flues, heat input combustion conformance, appliance is stable and safety devices working.		£7,000.00	(£7,000.00)
41	Hoist & Stairlift testing / servicing	6 monthly test / inspection, shared costs with NHS who have trained their own staff to provide the service. Thorough examination, full maintenance and inspection.		£14,000.00	(£14,000.00)
42	Local exhaust ventilation systems such as wood waste extraction, welding fume extraction systems	Control of Substances Hazardous to health 2002 (as amended). Annual inspection and feedback.		£3,000.00	(£3,000.00)
43	Passenger / Goods lifts testing and servicing	Lift Operations and Lifting Equipment Regulations 1998. Quarterly test and inspection.		£14,000.00	(£14,000.00)

44	Portable appliance testing	The Provision and Use of Work Equipment Regulations 1998 (PUWER). PATS to OIC run or managed properties only. Undertaken every 2 years.		£15,000.00	(£15,000.00)
45	Water Services management & thermostatic Mixer Valve testing / servicing.	Water services - undertaking and updating Risk Assessments, provision of training to building users, undertaking audits of water systems and reporting issues for actioning. TMV - testing and servicing undertaking audits of water systems and reporting issues for actioning. TMV - testing and servicing works. Both services are undertaken annually.		£34,000.00	(£34,000.00)
46	Working at Height - Roof Anchor & Wire Rope System and single point anchorage Testing / servicing	Lift Operations and Lifting Equipment Regulations 1998. Annual test and inspection.		£600.00	(£600.00)
	Non Statutory (best practice)				£0.00
47	Arjo baths	Annual inspection and service		£6,000.00	(£6,000.00)
48	Automatic door servicing	6 monthly test / inspection.		£8,500.00	(£8,500.00)
49	Equipment monitoring (lifts, fire alarms, intruder alarms etc.) - Eldercare	Monitoring of auto diallers, digital communicators, and passing emergency information on to relevant parties.		£700.00	(£700.00)
50	Evac chairs	Annual test and inspection		£800.00	(£800.00)
51	Fire alarm testing	Fire Safety (Scotland) Act 2005 as amended and Fire Safety (Scotland) Regulations 2006. 6 monthly test / inspection. Monitoring of fire alarms sent to either HIF, or call centre.. Inspection and testing of systems.		£30,000.00	(£30,000.00)
52	Fire Fighting Equipment Servicing / testing	Fire Safety (Scotland) Act 2005 as amended and Fire Safety (Scotland) Regulations 2006. 6 monthly test / inspection. Monitoring of fire alarms sent to either HIF, or call centre. Inspection and test.		£44,000.00	(£44,000.00)
53	Fixed Gym Equipment Testing (fixed equipment only, loose equipment paid for by building users)	BS 5696, BS 7188, BS 7044, BS 1892 PART 1 2003. Annual test and inspection.		£3,000.00	(£3,000.00)
54	Generator Servicing	Annual service and test.		£4,500.00	(£4,500.00)
55	Grease filter cleaning	Monthly clean following consultation with Insurers.		£33,850.00	(£33,850.00)
56	Heat pump servicing	Annual service.		£15,000.00	(£15,000.00)
57	Lightning systems testing	BS 6551, 1992. Annual test and inspection.		£3,800.00	(£3,800.00)
58	Oil Boiler Servicing	Annual service		£30,000.00	(£30,000.00)
59	Swimming pool and library heat recovery / air con Servicing	Health and Safety at Work Act 1974. Annual service		£4,000.00	(£4,000.00)

60	Swimming pool, sauna, steam & spa bath servicing of equipment	Health and Safety at Work Act 1974. Annual service		£10,000.00	(£10,000.00)
61	Radon	Ionising Radiation Regulations 1999. On-going ad-hoc testing as found necessary. If any remedial works are required, these are funded from reactive budget.		£1,000.00	(£1,000.00)
62	Sewerage Treatment Plant, Petrol Interceptors & Grease Traps Servicing	Annual clean out		£12,600.00	(£12,600.00)
63	Sprinkler / fire suppression systems	Annual test and inspection		£5,000.00	(£5,000.00)
64	Window cleaning	Frequency and level of service dictated by site conditions, usage, issues etc. Only CCTV cameras cleaned under this account.		£300.00	(£300.00)
65	MVHR servicing and inspection			£10,000.00	(£10,000.00)
	Cyclical works				
66	External decoration Inc. steelwork painting	5 year cyclical program	£5,490.10	£80,000.00	(£74,509.90)
67	High level surveys (steeplejack works)	Annual inspection and feedback	£0.00	£1,000.00	(£1,000.00)
68	Timber floor treatments	Pickaquoy centre main hall floor complete with re-lining	£36,279.75	£40,250.00	(£3,970.25)
69	Timber floor treatments	Stronsay School hall	£0.00	£10,000.00	(£10,000.00)
70	Reactive works		£262,141.24	£750,000.00	(£487,858.76)
	Reactive works (specified)				
71	Barony Mills	Supply and replace 12 plates for the kiln floor.	£8,410.26	£0.00	£8,410.26
72	Bus Shelters	2 missing panes of glass	£2,173.29	£0.00	£2,173.29
73	Chinglebraes Waste Transfer Station	Roof extractor, supply and fit replacement fan as necessary.	£2,011.65	£0.00	£2,011.65
74	Council Offices	Repair chimney	£5,527.51	£0.00	£5,527.51
75	Council Offices	Prepare roof and install Acrypol.	£3,724.72	£0.00	£3,724.72
76	Council Offices	Please supply and fit new supply fan.	£2,110.19	£0.00	£2,110.19
77	Council Offices	Replace/alter the existing lights in the chamber with LED lights.	£1,600.22	£0.00	£1,600.22
78	Council Offices	Works to meeting room D & I 2 Room B6.	£1,543.57	£0.00	£1,543.57
79	Council Offices	Repair zip water heater.	£1,067.62	£0.00	£1,067.62
80	Council Offices	Prepare roof and install Acrypol	£3,724.72	£0.00	£3,724.72
81	Council Offices	Replace/alter the existing lights in the chamber with LED lights.	£1,600.22	£0.00	£1,600.22
82	Cow Cull (H37)	Roof & chimney repair	£8,433.05	£0.00	£8,433.05
83	Deerness Cemetery	Gate and railings.	£3,066.89	£0.00	£3,066.89
84	Dounby Primary School	Wall panelling	£4,351.84	£0.00	£4,351.84
85	Dounby Primary School	Water leak from pump.	£1,531.59	£0.00	£1,531.59
86	Egilsay Primary School	Install a UV light and filter for the water in the kitchen.	£1,310.53	£0.00	£1,310.53

87	Evie Primary School	Inspect and repair the fault with the ground source heat pump.	£1,291.30	£0.00	£1,291.30
88	Firth Primary School	Repair the combi oven.	£3,083.54	£0.00	£3,083.54
89	Firth Primary School	Repair the emergency lights.	£1,313.78	£0.00	£1,313.78
90	Flat 2, Victoria Street 008	Void property cleaning	£4,217.18	£0.00	£4,217.18
91	Fourth Barrier Public Toilet	Please install new filter trench soakaway.	£1,990.00	£0.00	£1,990.00
92	Gilbertson Day Centre	Completely strip out both toilets.	£10,051.40	£0.00	£10,051.40
93	Gilbertson Day Centre	Walls & ceiling repair.	£5,713.99	£0.00	£5,713.99
94	Glaitness Farmhouse	Supply and install shelves.	£1,261.78	£0.00	£1,261.78
95	Glaitness Farmhouse Flat 007	Void property cleaning	£1,301.84	£0.00	£1,301.84
96	Glaitness School	Upgrade toilets.	£1,632.13	£0.00	£1,632.13
97	Glaitness School	Repair the main automatic door into the school.	£1,078.94	£0.00	£1,078.94
98	Glaitness School	Upgrade toilets.	£1,632.13	£0.00	£1,632.13
99	Hoy Centre	Stone chips.	£1,118.43	£0.00	£1,118.43
100	Hoy Centre	Pre-opening repairs.	£1,088.41	£0.00	£1,088.41
101	Kalisgarth	Supply and install a replacement radiator to the generator.	£1,663.35	£0.00	£1,663.35
102	King Street 009	Ridge tiles and guttering.	£2,849.74	£0.00	£2,849.74
103	King Street 009	Ridge tiles and guttering.	£2,849.74	£0.00	£2,849.74
104	Kirkwall & St Ola Town Hall & Community Centre	Supply & fit replacement waste disposal unit.	£3,505.54	£0.00	£3,505.54
105	Kirkwall & St Ola Town Hall & Community Centre	High level survey works.	£2,924.62	£0.00	£2,924.62
106	Kirkwall & St Ola Town Hall & Community Centre	Supply & fit replacement waste disposal unit.	£3,505.54	£0.00	£3,505.54
107	North Walls School & Swimming Pool	Repairs.	£1,932.84	£0.00	£1,932.84
108	North Walls School & Swimming Pool	Defects arising from the October 2017 service visit.	£1,300.00	£0.00	£1,300.00
109	OIC Depot - Store (H35)	Water, pipes & tap repair.	£2,537.03	£0.00	£2,537.03
110	OIC Site (H36)	Source 15 high sided pallets to hold Caithness slate.	£3,275.97	£0.00	£3,275.97
111	Papdale School	Felt roofing works.	£10,069.45	£0.00	£10,069.45
112	Papdale School	Renew combi oven control panel.	£2,864.88	£0.00	£2,864.88
113	Papdale School	Heating repair.	£1,374.60	£0.00	£1,374.60
114	Pickaquoy Centre & Playing Fields	Please fault find and repair the left disabled main door.	£4,041.03	£0.00	£4,041.03
115	Pickaquoy Centre Camping & Caravan Site	Hook-up in tent area and prepare drawing of cable routes.	£2,009.32	£0.00	£2,009.32
116	Pickaquoy Clubrooms	Please manufacture and install 3 x hardwood doors and frames.	£5,206.71	£0.00	£5,206.71
117	Pickaquoy Clubrooms	Trace and test circuits.	£2,456.51	£0.00	£2,456.51
118	Pickaquoy Clubrooms	Repair showers.	£2,151.36	£0.00	£2,151.36
119	Pickaquoy Clubrooms	3x doors and frames	£5,206.71	£0.00	£5,206.71
120	Pickaquoy Clubrooms	Trace and test circuits.	£2,456.51	£0.00	£2,456.51
121	Rackwick Hostel	Please carry out improvements to the well-head.	£1,212.00	£0.00	£1,212.00

122	Rousay Primary School	Replace the hot water cylinder and repair the pipework.	£3,413.61	£0.00	£3,413.61
123	Rousay Primary School	Repair the treadmill.	£1,229.52	£0.00	£1,229.52
124	Rousay Primary School	Replace the hot water cylinder and repair the pipework.	£3,413.61	£0.00	£3,413.61
125	Sanday Junior High School & Swimming Pool	Investigate boiler house pressurisation.	£4,220.77	£0.00	£4,220.77
126	Sanday School	Boiler repairs	£4,220.77	£0.00	£4,220.77
127	Shapinsay Primary School	Install data and power cabling for weather monitoring station.	£1,591.93	£0.00	£1,591.93
128	Site of Police Command Centre	Electrical repair.	£2,970.00	£0.00	£2,970.00
129	Site of Police Command Centre	Carry out CCTV camera repairs.	£1,751.55	£0.00	£1,751.55
130	Skaill Public Toilet	Outstanding MTC works	£1,493.62	£0.00	£1,493.62
131	Smiddybrae House	Undertake enabling works on boiler plant.	£17,855.00	£0.00	£17,855.00
132	Smiddybrae House	Bore holes, thermal conductivity tests.	£4,537.68	£0.00	£4,537.68
133	Smiddybrae House	Remove the existing showers and repair.	£2,546.94	£0.00	£2,546.94
134	Smiddybrae House	Works on boiler plant.	£2,051.54	£0.00	£2,051.54
135	Smiddybrae House	Replace showers.	£1,795.63	£0.00	£1,795.63
136	St Colm's Day Centre	Clear drain.	£1,084.58	£0.00	£1,084.58
137	St Magnus Cathedral	LED light repairs	£5,797.00	£0.00	£5,797.00
138	St Magnus Cathedral & Cemetery	Inspection.	£6,249.42	£0.00	£6,249.42
139	St Magnus Cathedral & Cemetery	Electrical repair.	£5,797.00	£0.00	£5,797.00
140	St Magnus Cathedral & Cemetery	Tune the organ.	£2,942.14	£0.00	£2,942.14
141	St Magnus Cathedral & Cemetery	Make signs.	£2,374.69	£0.00	£2,374.69
142	St Magnus Cathedral & Cemetery	Light fittings	£1,926.72	£0.00	£1,926.72
143	St Magnus Cathedral & Cemetery	Repair headstones	£1,430.00	£0.00	£1,430.00
144	St Olaf's Cemetery	Make safe gravestones.	£2,385.88	£0.00	£2,385.88
145	St Peter's House	Repairs to the faulty tumble drier.	£2,230.78	£0.00	£2,230.78
146	St Peter's House	Repairs to tumble dryer.	£1,387.25	£0.00	£1,387.25
147	St Rognvald's House	Repairs to tumble dryer.	£2,676.16	£0.00	£2,676.16
148	St Rognvald's House	Repairs to dish washer.	£1,163.33	£0.00	£1,163.33
149	St Rognvald's House	Lift existing flooring and replace with new vinyl type flooring.	£1,134.41	£0.00	£1,134.41
150	Stenness Cemetery	Repairs to dangerous gravestones.	£1,731.20	£0.00	£1,731.20
151	Stenness Primary School	Check over whole heating system.	£2,802.26	£0.00	£2,802.26
152	Stenness Primary School	Repairs to emergency lights.	£2,178.86	£0.00	£2,178.86
153	Stenness Primary School	Cleaning following insulation upgrade.	£1,220.23	£0.00	£1,220.23
154	Stromness Academy	Repair failed emergency lights.	£2,730.53	£0.00	£2,730.53
155	Stromness Academy	Repair failed emergency lights.	£1,239.27	£0.00	£1,239.27
156	Stromness Academy	Repair leaks.	£1,237.50	£0.00	£1,237.50

157	Stromness Academy	Install a 4 way RJ45 outlet.	£1,088.84	£0.00	£1,088.84
158	Stromness Community Centre	Replace auto air vent needs replaced and repair PCB boards.	£1,729.54	£0.00	£1,729.54
159	Stromness Swimming Pool	Gents changing Room Bench legs new adjustable feet installed.	£2,619.62	£0.00	£2,619.62
160	Stromness Swimming Pool	Ladies changing Room Bench legs new adjustable feet installed.	£2,619.62	£0.00	£2,619.62
161	Stromness Swimming Pool	New chlorine dosing pump.	£2,270.10	£0.00	£2,270.10
162	Stromness Swimming Pool	Replace shower pump for the ladies changing room.	£1,159.92	£0.00	£1,159.92
163	Stromness Swimming Pool	Complete the replacement pipework.	£1,158.32	£0.00	£1,158.32
164	Stromness Swimming Pool	Investigate problems with Meteorology system and rectify.	£1,000.00	£0.00	£1,000.00
165	Stromness Swimming Pool	Supply of Steam Generator Kit for new Steam Room.	£3,316.00	£0.00	£3,316.00
166	Stromness Town Hall	Full crane survey	£2,967.61	£0.00	£2,967.61
167	Stromness Junior High School & Swimming Pool	Defects arising from the October 2017 service visit.	£5,323.00	£0.00	£5,323.00
168	Stromness Junior High School & Swimming Pool	Repairs to control panel for gas in kitchen.	£2,484.84	£0.00	£2,484.84
169	Stromness Junior High School & Swimming Pool	Replace the faulty bollard lighting.	£1,858.98	£0.00	£1,858.98
170	Stromness Junior High School & Swimming Pool	Repair main front automatic doors.	£1,674.16	£0.00	£1,674.16
171	Stromness Junior High School & Swimming Pool	Repair fault with boiler and heating system.	£1,286.20	£0.00	£1,286.20
172	Stromness Junior High School & Swimming Pool	Replacement support bar for the swimming pool hoist and chair.	£1,255.00	£0.00	£1,255.00
173	Stromness Junior High School & Swimming Pool	Investigate/repair outside lights.	£1,095.29	£0.00	£1,095.29
174	Summerdale Drive 002	Void property cleaning	£1,373.71	£0.00	£1,373.71
175	Summerdale Drive 008	Void property cleaning	£3,389.90	£0.00	£3,389.90
176	Sweyn Court 001	Void property cleaning	£1,110.39	£0.00	£1,110.39
177	Tankerness House	Intruder alarm repairs.	£3,929.40	£0.00	£3,929.40
178	Tankerness House Gardens including Outbuildings	Carry out repairs to the big greenhouse.	£4,585.99	£0.00	£4,585.99
179	The Orkney Library & Archive	Repair faulty lights throughout the building.	£1,743.92	£0.00	£1,743.92
180	The Strynd Nursery	Door locks & fittings repair.	£2,903.86	£0.00	£2,903.86
181	The Willows	Rebuild section of dry stone dyke damaged by a vehicle.	£2,613.68	£0.00	£2,613.68
182	Warehouse Buildings	Identify burst sea collector loops and disconnect from system.	£5,757.20	£0.00	£5,757.20
183	Westray Junior High School & Swimming Pool	Defects arising from the October 2017 service visit.	£5,323.00	£0.00	£5,323.00
184	Westray Junior High School & Swimming Pool	Supply and fit external kitchen door and associated works.	£1,101.45	£0.00	£1,101.45
185	Contingency		£0.00	£50,050.00	(£50,050.00)
			£1,029,022.41	£1,676,500.00	(£647,477.59)

Strategic Reserve Fund Revenue Maintenance		Actual Spend at 31 December 2018	Approved Budget 2018/2019	Budget Remaining	
Asset Name	Description				
186	H29 (NISF)	Demolition and site clearance in preparation for new use.	£9,286.92	£5,000.00	£4,286.92
187	Weyland Farm	Slatted byre building 1 - Demolish building as the property is no longer used, and has a cracked gable, timber truss cord snapped, and doors are missing. Clear site in preparation for future development.	£0.00	£40,000.00	(£40,000.00)
188	H29,30,31	Concept design and explore site options including redevelopment.	£0.00	£15,000.00	(£15,000.00)
Works added in during year					
189	Stronsay Fishmart Hostel & café	Roof repairs following storm damage	£6,866.65	£0.00	£6,866.65
190	Hatston greenbelt land	Fencing and repairs and additional fencing	£2,365.87	£0.00	£2,365.87
191	Water Test Centre	Replace double glazing units	£2,020.09	£0.00	£2,020.09
192	Lyness sites	Trace and fault find mains incoming power supply	£1,516.65	£0.00	£1,516.65
193	Lyness sites	Trace and fault find mains incoming power supply	£1,444.71	£0.00	£1,444.71
194	Stronsay Fishmart Hostel & café	Plumbing repairs	£1,132.67	£0.00	£1,132.67
195	Weyland Farm	New trough	£1,028.96	£0.00	£1,028.96
Statutory / non statutory testing spend			£3,108.50	£0.00	(£25,264.76)
Statutory Testing					
196	Asbestos register / surveys	On going surveying. High risk operational property have all been done, last remaining properties to be done to allow 100% coverage of asbestos surveys. Control of Asbestos Regulations 2012.		£1,000.00	
197	Electrical Testing (PIR)	Workplace (Health, Safety and Welfare Regulations 1992) and COSHH LEV Testing. Annual inspection and test - thorough cleaning routine determined from testing / inspection.		£8,000.00	
198	Emergency lighting testing	Electricity at Work Regulations 1989 and BS 7671 IEE Wiring Regulations. Frequency varies according to property type, varies from 1-10 years.		£1,500.00	

199	Fixed appliance testing	Electricity at Work Regulations 1989 and Regulatory Reform (Fire Safety) Order 2005. Annual inspection and test.		£400.00	
200	Hoist & Stairlift testing / servicing	6 monthly test / inspection, shared costs with NHS who have trained their own staff to provide the service. Thorough examination, full maintenance and inspection.		£100.00	
201	Passenger / Goods lifts testing and servicing	Control of Substances Hazardous to health 2002 (as amended) . Annual inspection and feedback		£1,100.00	
202	Portable appliance testing	The Provision and Use of Work Equipment Regulations 1998 (PUWER). PATS to oil run or managed properties only. Undertaken every 2 years.		£1,000.00	
203	Water Services management & thermostatic Mixer Valve testing / servicing	Water services - Undertaking and updating Risk Assessments, provision of training to building users, undertaking audits of water systems and reporting issues for actioning. TMV - Testing and servicing works. Both services are undertaken annually.		£2,900.00	
204	Duct hygiene (Air conditioning , plenum heating)	Workplace (Health, Safety and Welfare Regulations 1992) and COSHH LEV Testing. Annual inspection and test - thorough cleaning routine determined from testing / inspection.		£800.00	
205	Passenger / Goods lifts testing and servicing	Lift Operations and Lifting Equipment Regulations 1998. Annual test and inspection.		£1,500.00	
	Non Statutory Testing				
206	Evac chairs	Annual test and inspection.		£60.00	
207	Fire alarm testing	Fire Safety (Scotland) Act 2005 as amended and Fire Safety (Scotland) Regulations 2006. 6 monthly test / inspection. Monitoring of fire alarms sent to either HIF, or call centre. Inspection and testing of systems.		£3,000.00	
208	Fire Fighting Equipment Servicing / testing	Fire Safety (Scotland) Act 2005 as amended and Fire Safety (Scotland) Regulations 2006. 6 monthly test / inspection. Monitoring of fire alarms sent to either HIF, or call centre (See equipment monitoring contract below). Inspection and test.		£2,500.00	
209	Lightning systems testing	BS 6551, 1992. Annual test and inspection. Inspection and test.		£800.00	
210	Vermin Control	Frequency and level of service dictated by site conditions, usage, issues etc.		£2,300.00	

211	Cyclical Works				
	External Decorations	5 year re-decoration plan, extend where possible following inspection on year 4.	£586.74	£2,000.00	
212	Reactive Works		£19,513.58	£120,000.00	(£100,486.42)
213	Contingency		£0.00	£49,740.00	(£49,740.00)
			£48,871.34	£258,700.00	(£209,828.66)